

November 06						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
October 29	30	31	November 1	2	3	4
			★ B – Pay day	■ A – Lockdown 2:00pm	■ A – Payroll clears edits	
			Cycle A – T&A			
			Cycle B - Maintenance			
5	6	7	8	9	10	11
	■ A – Reports ready by 10		★ A – Pay day ■ B – Lockdown 2:00pm	■ B – Payroll clears edits	HOLIDAY	
	Cycle B – Time and Attendance					
	Cycle A - Maintenance					
12	13	14	15	16	17	18
	■ B – Reports ready by 10		★ B – Pay day	■ A – Lockdown 2:00pm	■ A – Payroll clears edits	
	Cycle A – Time and Attendance					
	Cycle B - Maintenance					
19	20	21	22	23	24	25
	■ A – Reports ready by 10	■ B – Lockdown 2:00pm	★ A – Pay day ■ B – Payroll clears edits	HOLIDAY	HOLIDAY	
	Cycle B – T&A					
	Cycle A - Maintenance					
26	27	28	29	30	December 1	2
	■ B – Reports ready by 10		★ B – Pay day	■ A – Lockdown 2:00pm		
	Cycle A – Time and Attendance					
	Cycle B - Maintenance					